



# FEMA Youth Preparedness Council Member Roles and Responsibilities

## Being a Youth Preparedness Council Member

The Federal Emergency Management Agency (FEMA) Youth Preparedness Council offers a unique opportunity for youth leaders to serve on a highly distinguished national council; to complete self-selected youth preparedness projects; to voice their opinions, experiences, ideas, solutions, and questions on youth disaster preparedness with the leadership of FEMA and national organizations working on youth preparedness; and to participate in the Youth Preparedness Council Summit. Being selected to serve on the FEMA Youth Preparedness Council is an honor but it is also a significant responsibility that requires dedication and time-management skills.

## Council's Roles

Youth Preparedness Council members fill three (3) roles while on the Council:

- **Project planners:** The cornerstone of Council members' service is the self-selected projects they are required to complete.
- **Ambassadors for youth preparedness:** Council members spread the word about the importance of youth preparedness in their local communities and, in some cases, on a national scale.
- **Liaison to FEMA on the youth perspective:** The members of the Council have a fantastic opportunity to meet with FEMA and its partner organizations to share their insights, opinions, and unique perspective on FEMA's (and others') efforts and initiatives.

Each year, a returning member of the Council is selected to serve as the Council Chairperson. That role entails additional responsibilities.

## Council's Engagement

There are five (5) key ways Council members fulfill their roles. FEMA's expectation is that Council members will actively implement and pursue these types of engagement. The Council Chairperson is responsible for ensuring that the Council as a whole conducts a full complement of these types of engagement.

- **Programs:** Council members establish preparedness programs in their schools or communities.
- **Partnerships:** Whether working with other youth-serving organizations or incorporating youth preparedness into other programs, Council members seek to spread awareness of preparedness to a wider audience.
- **Events:** In-person activities and interactions are a great way to share youth preparedness information, whether done in conjunction with other events or as a standalone activity.



- **Public Speaking/Outreach:** Council members share their unique perspectives on preparedness and promote the message of youth preparedness through conferences, public events, small-group discussions, online interactions, and a huge variety of other events and media.
- **Publishing:** Council members spread the message of preparedness via written content; these pieces may be published locally or nationally. Council members may also contribute to FEMA blog posts or other materials.

## Council's Logistics and Other Responsibilities

### Email Communications

Email is the primary method of communication used for the Youth Preparedness Council. Each Council member must have access to an email account and be committed to checking it regularly. The Council Chairperson serves as a main source of guidance for other members and therefore must reserve time to answer questions, provide support, and stay in touch with all Council members.

### Conference Calls

Members are required to participate in **mandatory** conference calls every other month. These calls allow members to provide updates on their projects, pose questions to FEMA staff and Regional Community Preparedness Officers (CPOs), and provide feedback to other members based on their experiences. Members are permitted to miss one (1) call per year.

### Youth Preparedness Council Summit

The Youth Preparedness Council Summit will be held towards the end of July 2015. **Attendance is mandatory for all Council members.** The Summit provides an opportunity for Council members to meet one another, FEMA representatives, and the CPOs. The Regional CPOs will be the primary FEMA support contacts and mentors for the Council members. Sessions during the Summit cover a range of topics. In some sessions, Council members are given the opportunity to share their experiences, ideas, solutions, and questions with FEMA and FEMA's national partners engaged in youth preparedness work. In other sessions, Council members are able to prepare for the activities they will do during their term on the Council. Each Council member must have a parent/guardian/parent-approved chaperone accompany him or her to the Summit. FEMA will reimburse travel, lodging, and expenses for each Council member and his or her parent/guardian/chaperone.

### Projects

Each Council member is required to complete at least one (1) youth preparedness-related project during his or her term. It is expected that members' projects will align to one (1) or more of the areas of engagement referenced in the "Council's Engagement" section; however, members should pursue all of the areas of engagement, either as part of their projects or separately. Members' projects require a considerable time commitment and dedication in order to be



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successful. Past projects include the creation of Teen CERT programs or other preparedness programs in specific schools/areas, development of a preparedness-related video competition, and hosting of disaster preparedness events.

### **America's PrepareAthon!**

The FEMA Individual and Community Preparedness Division (ICPD) has a national campaign called America's PrepareAthon! that seeks to increase community engagement in preparedness. There is a National Day of Action each spring and fall, on which schools, workplaces, and other sectors can conduct drills and exercises to get prepared. Each National Day of Action focuses on specific hazards, and ICPD develops materials that can be used by each sector to implement a drill, exercise, or other activity. Council members are expected to get involved with America's PrepareAthon! by conducting drills or activities at their schools, in clubs, or in any other venue that might be of interest to them.

### **Time Commitment**

Being a Youth Preparedness Council member is a rewarding and exciting experience but it is also time-intensive. It is important that Council members use time management skills to balance school, extracurricular activities, and their involvement in the Council.

The Council Chairperson has even more responsibility and is expected to attend additional meetings with FEMA representatives. The Chairperson communicates with other members as needed. This communication includes providing support and assistance to individual members, as well as communicating with the entire Council. The Chairperson may lead projects related to management of the Council. The Chairperson must be able to accommodate the additional time commitment.

### **Second Year**

After one (1) year of service on the Council, members may be invited to extend their membership for an additional year through a formal request from FEMA.

## More Information

For more information about the Youth Preparedness Council, please visit <http://www.ready.gov/youth-preparedness-council>.